

## FINGERPRINT SCREENING

The FBI rejection rate is steadily decreasing. We can reduce the rate even further if we follow a few simple rules:

(1) Make sure fingers are rolled nail to nail or as close as possible.

(2) When your finger is being rolled DO NOT help the individual taking the prints. Helping usually causes you to slide your finger and smear the print. Just relax and let him or her roll your finger for you.

(3) Use only FD-258 or BID-7 forms. The FBI will not accept any other form.

(4) Applicant fingerprint cards must have all ten fingers clear enough to be classified. Many agencies do not realize we must submit applicant fingerprint cards and they take the prints as if they were taking routine fingerprints. Routine fingerprints are usually tied to some criminal charge and require only one good print. **WE NEED ALL TEN!**

(5) If red ink is used on your fingerprint card, ensure it is baked (heated) or the prints will not be accepted by the FBI.

(6) The FBI requires a new fingerprint card each time a individual is screened. There are no exceptions. Security clearances or other background checks cannot be used in lieu of a new card.

(7) When a card is rejected, the individual receives the old card plus a new card to resubmit. **Return both cards!** If both are returned, rescreening is free. Send just one and it costs \$18.00.

Normal FBI fingerprint card processing time is between 45-60 days. It makes no difference if an individual does or does not have a record. The FBI does lose a fingerprint card on occasion. However the loss rate is under 1%.

## More Fingerprint Tips

When filling out the personal information blocks on a fingerprint card, there are only 5 mandatory items:

1. Last Name, First Name, Middle Initial
2. Signature
3. Date of Birth
4. Sex
5. Social Security Number

The remaining blocks are optional and we recommend you leave them blank. We receive numerous cards with the "OCA" block filled in. **This does not mean "Occupation"!** The block is used to assign a control number to aid tracking the card.

The most critical feature of the fingerprints is the center portion of each fingertip where the ridges of the finger form a small oblong circle. If this portion of the print is not distinguishable, you can count on the FBI returning it.